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Operations

OPERATIONAL REPORTING



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This supplement implements and extends the guidance for **Air Force Instruction (AFI) 10-206, Operational Reporting, dated 04 Oct 2004**. The Office of Primary Responsibility (OPR) for this supplement is the USAFA Command Center (10 ABW/CP), SSgt Samantha Bogumil. This supplement identifies the proper reporting procedures from the unit to the Command Center in the event of a situation requiring an OPREP-3 report. This supplement applies to units assigned to and operating in or out of the United States Air Force Academy (USAFA). Refer recommended changes and conflicts between this and other publications to 10 ABW/CP, 2304 Cadet Dr, Suite B-1, USAF Academy, CO 80840, on Air Force (AF) Information Management Tool (IMT) 847, **Recommendation for Change of Publication**. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil>.

SUMMARY OF REVISIONS

The previous USAFA supplement to AFMAN 10-206 has been rescinded and is being superseded by this supplement to the new Air Force Instruction 10-206. This supplement reflects those local mission essential additions to the basic AFI for USAFA personnel. Major changes to the previous process that have been updated in this publication are as follows: Units are no longer required to submit in writing a operational reports monitor, paragraph **4.3.1**, the CAT director will collect and compose information for the SITREP report, paragraph **4.4**, the information for the SITREP must be submitted to the command center by 0115Z.

1.1. The USAFA Command Center (10 ABW/CP), referred to as Command Center, is the Office of Primary Responsibility (OPR) for the Air Force Operational Reporting System (AFOREPS) on the United States Air Force Academy (USAFA).

1.1.1. (Added) Units are responsible for report preparation and coordination. Command Center will review and coordinate all operational reports prior to their transmission.

1.1.2. (Added) Tenant units are required to provide Command Center with a copy of their parent or major command (MAJCOM) operational reporting requirements, if applicable.

1.3. The Commander, 10th Air Base Wing (10 ABW/CC) assumes responsibility for all organizations assigned, attached, or staged through USAFA for timely and accurate reporting under AFOREPS.

3.1. Command Center will notify affected organizational commanders of reportable incidents or accidents, prior to coordinating and transmitting operational reports.

3.4. Any agencies with knowledge of an incident, reportable under the rules found in table 3.3 must immediately notify Command Center at 333- 2633/2634. **Do not delay reporting information; timing criteria for up-channeling reports must be made as promptly and accurately as possible. “When in doubt, report.”**

3.5.1.2. Incidents potentially requiring Operational Event/Incident Report (OPREP-3) reporting MUST be voiced to Command Center as soon as possible at the time of the incident. 10 ABW/CC or designated alternate's approval is required to voice a potential OPREP-3 situation to the Air Force Operations Center.

3.5.1.6. Agencies contacted by Command Center to provide information must provide the requested information as soon as possible. Ongoing situations will be reported as information becomes available and will be transmitted in follow-up reports. Do not delay reporting for lack of details.

3.7. Reports are numbered sequentially, and the Command Center will maintain the transmitted hardcopy reports for the current year plus the previous year (inactive).

3.14. 10 ABW/CC or designated alternate is designated as the “Releasing Authority” for all USAFA operational reports (does not include Tenant Units) released to higher headquarters.

4.3.1. The Crisis Action Team (CAT) Commander will task the CAT Director to collect and compose Situational Reports (SITREP) and submit them to the Command Center for transmittal. CAT members will submit inputs as of 2359 Zulu to the CAT Director not later than (NLT) 0045 Zulu daily or as directed by the CAT Commander for review and approval. The CAT Commander may direct the submission of a SITREP if they feel necessary.

4.4. A completed daily SITREP will be submitted to Command Center by the CAT Director NLT 0115 Zulu or as directed by the CAT Commander for transmission to HQ USAF by 0200 Zulu, in accordance with AFI 10-206.

4.6.3.1. (Added) This will not include responses to I-25 between Mile Marker 150 and 157 since this is USAFA property.

SUSANNE P. LECLERE, Colonel, USAF
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